

GILBERT

PUBLIC SCHOOLS
2019/2020

Secondary Student Handbook



Inspiring Excellence in Every Learner

Public Notice of Nondiscrimination

Gilbert Unified School District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sexual orientation, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The District provides equal access to the Boy Scouts and other designated youth groups pursuant to the Boy Scouts of America Equal Access Act. The lack of English language skills shall not be a barrier to admission or participation in the District's activities and programs. The Gilbert Unified School District also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at 140 S. Gilbert Road, Gilbert, AZ 85296, or at the phone number or email listed below.

<p>As to issues regarding disability discrimination:</p> <p>Director of Special Education Section 504/ADA Coordinator Gilbert Public Schools Phone: 480-497-3377 discrimination@gilbertschools.net</p>	<p>As to issues regarding any other type of discrimination:</p> <p>District Hearing & Compliance Officer Gilbert Public Schools Phone: 480-497-3421 discrimination@gilbertschools.net</p>
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Aviso Público de No Discriminación

El Distrito Escolar Unificado de Gilbert no discrimina por motivos de raza, color, religión, origen nacional, etnicidad, orientación sexual, sexo, edad o discapacidad en la admisión a sus programas, servicios o actividades, en el acceso a ellos, en el tratamiento de personas o en cualquier aspecto de sus operaciones. El Distrito brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados de conformidad con la Ley de acceso equitativo de Boy Scouts of America. La falta de habilidades en el idioma inglés no será una barrera para la admisión o participación en las actividades y programas del distrito. El Distrito Escolar Unificado de Gilbert tampoco discrimina en sus prácticas de contratación o de empleo.

Este aviso se proporciona como lo requiere el Título VI de la Ley de Derechos Civiles de 1964, la Sección 504 de la Ley de Rehabilitación de 1973, el Título IX de las Enmiendas de Educación de 1972, la Ley de Discriminación por Edad de 1975 y la Ley de Estadounidenses con Discapacidades de 1990.

Las preguntas, quejas o peticiones de información adicional con respecto a estas leyes, se pueden enviar al coordinador(es) de cumplimiento designado a 140 S. Gilbert Road, Gilbert, AZ 85296, o al número de teléfono o correo electrónico que se anotan a continuación.

<p>Para asuntos relacionados con la discriminación por discapacidad:</p> <p>Director(a) de la Sección 504 de Educación Especial/Coordinador(a) de ADA del Distrito Escolar Unificado de Gilbert Teléfono: 480-497-3377 discrimination@gilbertschools.net</p>	<p>Para asuntos relacionados a cualquier otro tipo de discriminación:</p> <p>Oficial de Cumplimiento y Audiencia del Distrito Escolar Unificado de Gilbert Teléfono: 480-497-3421 discrimination@gilbertschools.net</p>
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A Spanish version of the Student Handbook is available upon request at your school and on the District's website.

Una versión del Manual del Estudiante está disponible en español a petición en su escuela y en la página web del Distrito.



Welcome Letter from the Executive Director of Secondary Education

Dear Parent/Guardian,

Welcome to Gilbert Public Schools!

We are excited that you have selected GPS as the premiere district of choice for your children. Our goal is to provide you and your family with the best educational experience possible and work together to ensure a safe, healthy, and engaging learning environment.

We have created this Student Handbook in order to provide valuable information that will assist you in your educational journey this year. We want to partner with you to create a safe and exciting place to learn and grow, and have set high behavioral expectations for all our students to follow. Please read and discuss this Student Handbook with your child and acknowledge the “Awareness Contract” from your child’s school. By acknowledging this contract, we know that you and your child understand what is expected, which allows time spent at school to be focused on teaching and learning.

Please visit our District website, www.gilbertschools.net for additional information.

The start of a new school year is an exciting opportunity for all of us to work together. We look forward to a fantastic year and appreciate your support of Gilbert Public Schools!

Sincerely,

Marcie Taylor
Executive Director of Secondary Education

Table of Contents

Welcome Letter.....	2
Table of Contents.....	3
Awareness Contract.....	4
2019-2020 School Calendar.....	5
Secondary School Information.....	6
Getting To and From School.....	7-8
Student Registration.....	9
Attendance.....	10
Educational Records.....	11
Student Services and Operations.....	12-17
Extra-Curricular Activities.....	18-19
Health Information.....	20
Teaching and Learning.....	21-24
Students with Disabilities.....	25
Student Code of Conduct.....	26-34
Notification.....	35-40

NEW BELL SCHEDULE- High School

Mon, Tues, Thurs, Fri : 7:30am - 2:20pm
Wednesday Early Release: 7:30am - 1:20pm
Half Days: 7:30am - 11:20pm

NEW BELL SCHEDULE- Jr High

Mon, Tues, Thurs, Fri : 8:40am - 3:30pm
Wednesday Early Release: 8:40am - 2:30pm
Half Days: 8:40am - 12:30pm

**AWARENESS CONTRACT AND
STUDENT CONDUCT POLICIES FOR THE GILBERT PUBLIC SCHOOLS (GPS)
2019-2020**

This “Awareness Contract” has been created in order to increase the safety and well-being of all students in the GPS. It confirms that all students and parents/guardians have received information regarding behavioral expectations (Student Handbook) as well as knowledge of access to all related policies via the GPS Website. [Videos](#) have been created to assist your understanding of this area.

All Governing Board Policies and Administrative Regulations and the Student Handbook may be accessed at: www.gilbertschools.net Policies specific to “students” are primarily located in Sections I and J of the GPS Policy Manual. An “Awareness Video” is also located at each school website which further outlines student behavioral expectations.

The Student Handbook contains required disclosure of information and highlights many other important components of being a successful student in our schools. Please pay particular attention to the following policies and regulations which can be found at [ASBA Policy Bridge](#):

- **Policy IJNDB, IJNDB-R, IJNDB-EA, IJNDB-EB, and IJNDB-EC regarding use of technology resources and the Student Acceptable Use Agreement**
- **Policy JB, JB-R, and JB-E regarding discrimination and harassment**
- **Policy JE, JE-R, and JE-E regarding student attendance**
- **Policy JIC, JIC-RA, and JIC-RB regarding student conduct**
- **Policy JICA and JICA-R regarding student dress**
- **Policy EE, EEAA, and EEAE regarding student conduct on District vehicles**
- **Policy JICF and JICF-R regarding negative student group or gang affiliation**
- **Policy JICFA, JICFA-R, JICFA-EA, and JICFA-EB regarding hazing**
- **Policy JICK, JICK-R, JICK-EA, and JICK-EB regarding bullying**
- **Policy JICG and JICG-R regarding tobacco use by students**
- **Policy JICH and JICH-R regarding drug/alcohol use by students**
- **Policy JICI regarding dangerous instruments and deadly weapons in school**
- **Policy JKD regarding student suspension/expulsion/due-process rights**

By your signatures below (parents will be signing electronically), you are affirming that:

- **You and your student(s) are aware of and will abide by GPS Policies and Regulations related to appropriate student behavior and expectations.**
- **You and your student(s) are in receipt of and/or have been notified of electronic access to the GPS Student Handbook. The Handbook can be accessed at www.gilbertschools.net via each of the school’s websites.**
- **You and your student(s) will abide by the GPS Use of Technology Resources Student Acceptable Use Agreement (IJNDB-EA and IJNDB-EC)**
- **If the student is found in violation of GPS Policies, he/she may be disciplined, which could include being suspended or expelled from school.**
- **I am aware that my student will receive a student device (Chromebook), and have been in receipt of and/or been notified of electronic access to the [Student Device Handbook](#).**
- **If further clarification is needed, you should contact the school principal.**

Student Printed Name _____

I.D. # _____

Student Signature _____

Date _____

Parents will be signing electronically.

Grade _____

Gilbert Public Schools 2019-20 Calendar

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY 2019	
4	Fourth of July (Holiday)
30	Back-to-School Kick Off
31	PD / Teacher Prep

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2019	
1	First Day of School
7,14,21	Early Release (1 hour) 28 - 1/2 day K-12

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SEPTEMBER 2019	
2	Labor Day (Holiday)
26, 27	Parent Teacher Conferences (K-6) / 1/2 day K-6
4, 11, 18, 25	Early Release (1 hour)

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OCTOBER 2019	
4	Grading Day, 1/2 day K-12
7-14	Fall Break (No School)
14	Staff PD Day
15	School Resumes
2, 16, 23, 30	Early Release (1 hour)

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER 2019	
11	Veteran's Day (Holiday)
27, 28, 29	Thanksgiving (Holiday)
6, 13	Early Release (1 hour) 20 - 1/2 day K-12

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DECEMBER 2019	
19	1/2 day Junior High & High School
20	End of Semester & 1/2 day K-12
23-31	Winter Break (No School)
4, 11, 18	Early Release (1 hour)

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JANUARY 2020	
1-3	Winter Break (No School)
6	School Resumes
20	Martin Luther King Day (Holiday)
8, 15, 22	Early Release (1 hour) 29 - 1/2 day K-12

FEBRUARY 2020	
17	President's Day (Holiday)
5, 12, 19, 26	Early Release (1 hour)

MARCH 2020	
6	Grading Day, 1/2 day K-12
9-16	Spring Break
17	School Resumes
4, 18, 25	Early Release (1 hour)

APRIL 2020	
10, 13	Spring Holiday (No School)
1, 8, 15, 22, 29	Early Release (1 hour)

MAY 2020	
20	1/2 day Junior High & High School 20 - K-6 Early Release (1 hour)
21	Last Day for Students & 1/2 day K-12

JUNE 2020	
22	Last Day for Teachers
25	Memorial Day (Holiday)
6, 13	Early Release (1 hour)

JUNE 2020	
1 - 25	Elementary Summer School Monday -Thursday
1 - 26	Secondary Summer School Monday - Friday

Secondary School Information

HIGH SCHOOLS:

Campo Verde High

3870 Quartz St. Gilbert, AZ 85297

Ms. Krista Cox, Principal (480) 545-3100

Desert Ridge High

10045 E. Madero Ave. Mesa, AZ 85209

Mr. Daniel Spetz Principal (480) 984-8947

Gilbert High

1101 E. Elliot Rd. Gilbert, AZ 85234

Mr. Christopher Stroud, Principal (480) 497-0177

Highland High

4301 E. Guadalupe Rd. Gilbert, AZ 85234

Ms. Melinda Murphy, Principal (480) 813-0051

Mesquite High

500 S. McQueen Rd. Gilbert, AZ 85233

Dr. Joyce Meyer, Principal (480) 632-4750

JUNIOR HIGH SCHOOLS:

Desert Ridge Junior High

10211 E. Madero Ave. Mesa, AZ 85209

Ms. Jean Woods, Co-Principal and

Mr. Mike Davis, Co-Principal (480) 635-2025

Greenfield Junior High

101 S. Greenfield Rd. Gilbert, AZ 85296

Mr. Brian Yee, Principal (480) 813-1770

Highland Junior High

6915 E. Guadalupe Rd. Mesa, AZ 85212

Ms. Lisa Creaser, Principal (480) 632-4739

Other Important Contact Information

Dr. Shane McCord, Superintendent (480) 497-3342

Ms. Marcie Taylor, Executive Director of Secondary (480) 497-3344

ALTERNATIVE EDUCATION:

Canyon Valley School (High School)

7007 E. Guadalupe Rd. Mesa, AZ 85212

Mr. Chad Fitzgerald, Principal (480) 507-0519

RISE (Junior High)

6915 E. Guadalupe Rd. Mesa, AZ 85212

Ms. Justine Ingram, Coordinator (480) 357-3007

ACADEMIES:

Gilbert Classical Academy

1016 N. Burk St. Gilbert, AZ. 85234

Mr. Dan Hood, Principal (480) 497-4034

Global Academy

500 S. McQueen Rd. Gilbert, AZ 85233

Dr. Peter Bartanen, Coordinator (480) 507-1476

Mesquite Junior High

130 W. Mesquite St. Gilbert, AZ

Mr. Dan Johnson, Principal (480) 926-1433

South Valley Junior High

2034 S. Lindsay Rd. Gilbert, AZ 85295

Mr. Tim Cannon, Principal (480) 855-0015

Getting To and From School

District Policy [JIC-RA](#) speaks of student conduct before, after and during school.

Closed Campus

Per Gilbert Public School (GPS) Policy [IP](#), all GPS schools are closed campuses. Students are to remain on campus during the school day, including lunch, unless they are signed out by a parent/guardian in person or have approved release time. Students found to have been off campus during school hours may be subject to a search by school personnel.

Student Arrival and Departure

Students are not to be at school until prior to 30 minutes before the start of the school day, unless they are participating in a school sponsored program. They are also to return home immediately after the school day unless they are participating in a school sponsored activity. For safety reasons, GPS recommends that your student travel in groups when walking or biking to school.

Release Time

For specific reasons, students may be granted release time by the school administration. Typically, release time is granted only to upperclassmen for attendance at college, work, or other indicated needs and those students who are enrolled in the GPS Online Learning Program. Any student may be granted release time for off-campus religious instruction per GPS Policy [JHCB](#). All release time requests require the completion of a Consent of Release Time including a parent's signature. During release time, students are subject to discipline under the scope of the school's authority ([JIC-Student Conduct](#)). ***Students on release time MAY NOT loiter on campus and are to leave immediately following their final class of the day. Student abuse of this benefit will result in loss of release time privileges.***

Skateboards, Rollerblades, Scooters, Bicycles

Students may use the above listed modes of transportation to ride to school. Motorized devices/scooters or hoverboards are **not** allowed. Once at school, these items are either to be stored by the student or placed in a designated place (bike racks). Students are not to use any of the above items on the school campus, except with the permission of the school administration. Other forms of transportation need to have prior administrative approval.

Student Drop Off and Pick Up

- Parents should drop off and pick up their children in the designated area on the campus.
- Vehicles must not block driveways, student crosswalks, or parking places.
- Parents should be orderly and mannerly when dropping off and picking up their children.

Bus Transportation

- Transportation provided by the District is a privilege. Inappropriate conduct at bus stops, on district vehicles, or in the process of boarding or exiting from a vehicle may result in student disciplinary action including, but not limited to denial of transportation privileges. See GPS Policies [EE](#), [EEAA](#) and [EEAE](#) for further information.
- GPS provides bus transportation for students in grades 7 and 8 who live one mile or more from school. Bus transportation is provided for students in grades 9-12 who live 1.5 miles or more from school. Students with disabilities, if indicated in their respective Individual Education Program (IEP), will be provided transportation.
- Drivers are not permitted to drop students at any stop other than the regularly assigned stop unless the principal has given written approval. Students are not allowed without a written request from a parent and approval from the principal or principal designee approval to ride a bus other than their assigned bus. The school needs a note of the alternative form of transportation with a parent signature. Most buses cannot accommodate additional riders.
- It is expected that students attend field trips and athletic events with their team/group using transportation provided by GPS. Exceptions to this rule must receive prior approval from school administration.

High School Parking

Parking is a privilege, not a right. Students who drive vehicles to school, park at their own risk and must understand that neither the school nor the District can be held responsible for the vehicle or its contents. In order to park on campus, a student must purchase a parking permit in the bookstore for \$60 (\$30 per semester). Parking privileges will be revoked for violations of the parking guidelines. Replacements for lost or stolen permits are available in the bookstore for a fee of \$30 per semester. Refunded fees are by semester only and are not prorated. To receive a refund, the student must surrender his/her parking permit. When applying for a permit, provide driver's license, license plate number and the make and model of the vehicle. Parking space is limited on campus. Each campus may limit parking permits to specific grade levels.

Students who drive to school should be aware of the following guidelines and procedures as stated in Governing Board Policy [JLIE](#) and its related Regulation and Exhibit.

- **Parking on campus will be limited to the designated student lot on a first-come, first-serve basis. Students may not park in the faculty parking lot.**
- **Parking permits must be in the designated location on the vehicle.**
- **The permit may not be altered.**
- **Sale or transfer of permits between students is prohibited and will result in loss of parking privileges by every student involved.**
- **Students are not to go to their vehicles during school hours without administrator approval.**
- **Students who leave campus without the proper authorization will be subject to disciplinary action including potential loss of parking privileges.**
- **Vehicles may be searched if reasonable suspicion of a violation of District policy or law exists.**
- **Vehicles without permits will be towed at the owner's expense after the second violation.**
- **Neither the school nor any staff member will be responsible for any damages to vehicle locks if a request for assistance is made by a student or parent.**
- **A 15 MPH speed limit will be strictly enforced on campus.**
- **Reckless driving will result in the loss of parking privileges and no warnings will be issued.**
- **The District retains authority to conduct routine patrols of the student parking lots and inspections of the exterior of student vehicles on school property.**

Student Registration

Regular attendance and punctual arrival at school are two habits that dramatically improve student achievement.

Enrollment in School

New students must provide proper documentation when enrolling. The following documents shall be presented by the student and parent to the school's registrar.

- birth certificate (or other reliable proof of the student's identity and age, including the student's baptismal certificate, an application for a Social Security number, or original school registration records, *and* an affidavit explaining the inability to provide a copy of the birth certificate or a letter from the authorized representative of an agency having custody of the student [pursuant to statute] certifying that the student has been placed in the custody of the agency as prescribed by law)
- an immunization record
- verification of domicile with a completed Arizona Residency Documentation Form or an Affidavit of Shared Residence

Any change of a student's address or telephone number requires that the school office be notified. Parents should provide updated work numbers and emergency telephone numbers whenever a change occurs. If the new address changes to outside the school boundaries an [open-enrollment form \(Policy JFB-EA\)](#) must be completed within ten school days of the move.

Identification/Activity Card

All students are required to have a photo ID card issued by the school. Students must be in possession of their student identification card at all times and must present it at the request of any faculty or staff member. If the student fails to do so, he/she is subject to disciplinary action. **Students are required to have their ID card in their possession at all activities, athletic events and student dances. If a student's ID card is lost or stolen, a replacement ID will be issued at a cost of \$5.00.**

Students are encouraged to voluntarily purchase an activity pass. This pass will entitle the high school student to free admission to all school home athletic competitions (excluding tournaments and AIA play-offs). In addition, some designated student council dances may be free or discounted. No discount will be offered at the door. Junior high school students will receive free admission to the school dances.

Schedule Change Procedure

Once the school year begins, only the following schedule changes will be made:

- A. Missing a period in schedule, incorrect placement, lacking prerequisite, course needed for graduation, missing a lunch period or completed summer school work or enrollment/completion in Online Learning Program;
- B. Parent, teacher, counselor and /or administrator may initiate a level change within the department prior to the end of the first nine (9) weeks of each semester (e.g. honor class to regular class). Lower level requests may be granted only if the student is experiencing academic difficulty;
- C. Request for a teacher change may be considered if the following conditions are met: parent and teacher communication has occurred and an administrator's approval has been obtained.
- D. High school students choosing to withdraw from a class before the end of the first nine (9) weeks of the semester will not receive a W/F (Withdrawal/Failure) grade. A student choosing to withdraw from a class after the first nine (9) weeks of the semester will receive a W/F grade.

High School Schedule Change Timelines

1st Semester 8/1/19 to 10/4/19

2nd Semester 1/6/20 to 3/6/20

No schedule changes will be allowed after the first nine (9) weeks of each semester. Classes may be dropped and the student may be enrolled in a Global Academy School Distance Learning course or be assigned release time, which may include a schedule change. In addition, all classes dropped after the first nine (9) weeks of each semester will receive a grade of W/F.

Notwithstanding the above, the school's administration may have to change a student's schedule due to extenuating circumstances (e.g. addition of teaching staff.)

Attendance

Absences

Students who are not in school 90% of the school days may lead to the withholding of credit and/or reported to [the county](#) as truant. Prearranged school-related activities shall not be counted as absences in implementing this policy. Cases involving extenuating circumstances may be appealed to school administration (See Policy [JE](#), [JE-R](#), [JE-E](#) and [JHB](#)).

There are two types of absences: **excused and unexcused**. Excused and unexcused absences will carry the same weight in implementing the policy. An **excused absence** only means that a student has the right to receive credit for make-up work.

- **Excused Absences** (may be one of the following)
 - **School related:** If a student misses a class for a school activity (i.e. field trip, counselor, etc.) he/she is not reported absent to the office, but is responsible for making up all missed work.
 - **Other excused absences:** An excused absence is one in which the parent has notified the school within 24 hours of the student's absence and the school administrator has approved the absence. When a parent knows that the student will be absent for more than one day, one phone call to the school will be sufficient.

Make-Up Work: When an absence is excused, students are allowed one day for each day absent to submit make-up work.

Homework Requests: Homework requests for students who are absent from school for more than three (3) days are made through the attendance office. Teachers must be given one (1) school day advance notice when requesting homework assignments. Homework assignments may be picked up from the office at 3:00 p.m. the following day.

- **Unexcused Absences:** An absence is considered unexcused if the school has not been notified within 24 hours of the student's absence. **Any student who has 10 consecutive unexcused absences from school may be withdrawn.** The parent will be informed, in writing, when this happens. It is required that the parent accompany the student for re-admittance.

Tardiness: Any student entering the classroom AFTER the bell has rung, and who does NOT have a written excuse from a staff member or the administration, will be considered tardy. If a student arrives after 10 minutes, it will be recorded as an absence. A tardy may result in 9th hour (junior high only), parent conference or any other consequence deemed necessary by the administration.

Check-In/Check-Out Procedures: Students arriving late to, returning to/departing from campus during the regular day must check in and out through the attendance office. Students who do not comply with this procedure will not be excused from classes.

- **Lunch Sign-In/Sign-Out Procedures:** All District schools are closed campuses. **A parent must sign the student out, in person, in order for the student to leave for any reason.** Self-excusers (18 year old students with parental permission) are not allowed to sign themselves off campus during lunch without parental permission. Self-excusing is a privilege, not a right, therefore this privilege may be revoked at any time.
- **Hall Passes:** Students are to remain in the classrooms for the entire class period. Student business is not to be conducted during class time. Teachers should issue hall passes when a student needs to leave the room. Any student who loiters will be escorted to the appropriate class. A student sent from class for unsatisfactory conduct must report to the appropriate grade level administrator. Failure to do so will result in further disciplinary action.
- **Junior High Student Re-admittance:** The student should report to attendance office after any absence. An absence may not be changed from unexcused to excused in the office after the 24-hour period has lapsed.

Withdrawal and Transfer from School

If you plan to move, please let the school know at least three days in advance. The school will prepare a withdrawal form and other transfer materials to help the student get started at the new school. To withdraw a student, a parent must report to the Attendance Office for instructions and procedures to be followed. Upon withdrawal, the student shall check in all books and other District property through the office of the school that was attended.

Educational Records

Student Records

Parents/guardians have access to their children's school records. School employees observe confidentiality of student records and recognize that only important, factual information should be in permanent records. The Family Educational Rights and Privacy Act (FERPA) regulations broadly define a "record" as "information recorded in any way, including but not limited to, handwriting, print, computer, media, video or audio tape, film, microfilm and microfiche." The term "educational record" is defined as "those records, files, documents, and other materials which...contain information directly related to a student; ...and are maintained by an educational agency or institution or by a person acting for such agency or institution."

More information can be found in GPS Board Policy [JR](#) and related Regulations and Exhibits.

Custody Orders and Parenting Plans

Unless otherwise provided by a court order or law, on reasonable request, both parents are entitled to equal access to information concerning the child's education including school records provided directly by the custodian of the records or from the other parent. A.R.S. 25-403.06(A). **It shall be the responsibility of the parents to provide school officials with a current copy of any custody orders and/or parenting plans. The school will follow the most current valid documents on file.**

In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation.

Student Services and Operations

Parents may access information regarding the District or the school their student attends from the District website: www.gilbertschools.net

STUDENT SERVICES

Library/Media Services

The Media Center offers many resources to patrons: books, periodicals and reference works. Access to online sources is also available to students.

- ***Using the Library***

Library hours allow students to use the facilities before and after school. During release time, students may check in for study purposes only. Any student assigned to a class must have a pass from that teacher in order to be admitted. Access may be limited during class research periods.

- ***Checking Out Materials***

If students desire to check out any items or materials (maximum three at one time), they must present their school I.D. Most materials are checked out for a period of two weeks, after which time a fine of \$.05 a day for materials and \$.10 a day per book with a maximum of a \$5.00 charge. Materials checked out overnight are due before the beginning of the first period of the next day; fines are \$.35 per period. Fines and overdue materials must be cleared before students may check out any other materials, receive yearbooks, and participate in graduation exercises.

- ***Services***

Students may use computers on a first-come, first-served basis. Students may be required to purchase their own materials at the circulation desk. A copy machine and printer are available at \$.10 per copy. Requests for special size should be brought to the circulation desk. Periodicals (magazines) and textbooks are available for pleasure reading and study. Please note that these materials may only be used in the library.

Guidance Counseling

Services are provided to assist the students in course selection, schedule adjustments, vocational and career planning, scholarship applications, personal and social counseling, group counseling, and peer mediation.

Career centers are at each high school to assist students in post-secondary training and career planning.

Scholarship information regarding local, state, and national scholarships are available in the high school counseling office. Financial assistance for post-secondary education include: academic achievement; need-based grants; performance or talent awards; work study programs and loans. Students and parents are advised to begin their plans early for financing college.

Cafeteria

The cafeteria serves breakfast, hot lunches, a la carte, and prepared salads and cold lunch choices for all students who wish to buy food at the school. Breakfast items are available before school. Breakfast combo meals cost \$2.25. Lunch prices vary from \$3.40-\$3.90. Students may also bring their lunch from home.

Students who choose to purchase school meals may set up an account and pay online at: www.myschoolbucks.com or they may buy their lunch on a daily basis. Deposits online to cafeteria accounts may take about 24 hours to be recorded. The student I.D. card is the student's cafeteria meal card. Students cannot use another student's account to buy food. If this occurs the students may be disciplined. Cash and personal checks will be accepted at the register. Debit and credit card transactions can only be accepted online at www.myschoolbucks.com.

GPS participates in a federally subsidized program, which offers free and reduced prices for breakfast and lunch to students who qualify based on family income. To apply online, please visit <https://www.school lunchapp.com>. We encourage all qualifying families to participate in this program. If your student requires special diet accommodations due to a food allergy, please fill out the special dietary needs form on our [website](#) or request a form from the cafeteria manager or school nutrition services district office. The form is required for any menu substitutions or accommodations due to special dietary needs and must be signed by a recognized medical authority (physician, physician assistant, registered dietitian nutritionist, or nurse practitioner).

Students are asked to cooperate with the cafeteria staff by displaying good manners and keeping the dining area clean. No lunches may be consumed outside the designated area. No food or drink will be allowed within the halls and classrooms, unless prior arrangements have been made with the administration. At the discretion of the administration, backpacks are to be left in designated areas before buying food.

There are vending machines located on the campus. Please note that the vending machines are used at one's own risk. **Money will not be refunded.**

For information regarding the Gilbert Public Schools Nutrition Program, please visit www.gilbertschools.net and click on Services, then choose Nutrition Services from the categories listed or contact us at 480-497-3370.

OPERATIONS

Emergency Response

The District has procedures in place to handle emergency and crisis situations. All schools conduct regular exercises and drills to practice lockdown and evacuation procedures. In the event of a civil emergency, the District works closely with the Town of Gilbert and the City of Mesa police and fire departments and emergency managers to assist staff, students, and parents in preparing for, responding to, or recovering from a crisis. During a crisis situation, the District will provide updated information on the District's website home page, www.gilbertschools.net and by phone @ 480-497-3333.

Student Injuries

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Parents should be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

GPS does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. GPS does make student medical insurance available to families for individual purchase. Upon request, brochures outlining the coverage and premiums are available at the beginning of the school year in the school office.

Returned Check Policy

Checks are accepted at all school. We recognize that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, we have contracted with Nexcheck, LLC, for collection of returned checks.

Nexcheck 2416 Green Springs Hwy. Birmingham, AL 35209

Telephone: 800-639-2435 Website: www.nexcheck.com

Each person writing a check should write the check on a commercially printed check with your name, address and one phone number on it.

When a check is written payable to “Gilbert Public Schools”, the check writer is giving authorization to electronically debit the check writer’s account in the event the check is unpaid and returned. The amount debited shall be the amount of the returned check plus a \$25 fee, as allowed by law.

School Visits and Volunteers

- **Parents who wish to schedule classroom observations should make an appointment at least one school day in advance. All non-parent or non-guardian classroom observations must be approved through the District office.** The principal or designated staff member may accompany the classroom observer.
- All visitors to the school campus are required to first sign in at the office and receive and wear a visitor’s badge. Unauthorized visitors are prohibited and may be arrested.
- In order to preserve the educational process, visitations will be limited, as determined by the principal.
- Volunteers in the classroom or in the school are not allowed to have children accompany them. This policy ensures safety, minimizes classroom interruptions, and promotes full concentration of both students and volunteers/visitors on learning activities.
- *Student guests are not allowed to visit or attend school with Gilbert students during school hours.*
- See Policy [KI-R](#), Visitors To School, for more information.

Messages

Office personnel will not disrupt class to deliver messages to students. Only in cases of EXTREME EMERGENCY will a student message be delivered or a student called from class.

Technology

- All students are discouraged from bringing electronic devices to school (i.e., iPods, MP3 players, cameras, digital recording devices, electronic games, etc.)
- The use of cell phones during instructional time is prohibited without specific permission given by a staff member. Students are to keep their electronic devices in backpacks, purses, or pockets during each instructional period. Electronic devices will be confiscated from any student found to be out of compliance with this policy, and returned at school's discretion. Non-Instructional times are a campus based decision. Please refer to school policy.
- Videotapes, computer software, DVD's, and other media used in classrooms must comply with Federal regulations. Any media brought to school by students must comply with copyright laws, licensing agreements, and off-air broadcast/taping agreements.
- Any inappropriate use of electronic devices, including, but not limited to, inappropriate photographs, text messaging, audio or video recordings, may result in the **confiscation** of the device until the completion of the disciplinary investigation and consequences, including possible police involvement.
- GPS and its employees are not responsible for any damage, loss, or stolen electronic devices.

Email users are expected to use Netiquette.

- Email accounts will be made available to students while they are enrolled in GPS.
 - High School students will be able to use their GPS e-mail account to email within and outside of the GPS e-mail domain.
 - Jr. High students will ONLY be able to email within the district GPS e-mail domain.
 - Elementary students will be given email account to ONLY log into their Google for Education accounts. They will NOT be able to send or receive emails.

Refer to Use of Technology Resources in Instruction Policy: [IJNDB](#), [IJNDB-R](#), [IJNDB-EA](#), [IJNDB-EB](#), and [IJNDB-EC](#) for further details.

Jr. High & High Schools – Digital Learning Program

Please refer to the [Student Device Handbook](#) for specific policies regarding Chromebook use and care.

Chromebooks:

- Students in grades 7-12 will be issued one Chromebook and one power cord.
- If the device and/or power cord is lost or damaged, the student will be required to create a Chromebook Service request form. Parents can purchase a \$25 **Device Protection Plan** for the year to minimize the potential repair and/or replacement costs associated with the device.
- Parents and students who choose NOT to purchase the **Device Protection Plan** are responsible for 100% of all repair and replacement cost for the device. Repair prices are estimates, as exact cost for each repair will be made upon further inspection of the damaged device. Damage levels and costs can be found in the **Student Device Handbook**.
- If the Chromebook has been stolen, a police report must be filed by the parent/guardian within 24 hours upon discovery of the theft. A copy of the police report needs to be turned into the school. The student will not be issued another Chromebook until the issue has been resolved.

It is possible that students may find material on the Internet that parents consider objectionable. Although students may be supervised when they use the Internet, this does not guarantee that students will not access inappropriate materials. GPS guidelines for accessing the Internet prohibit access to material that is inappropriate in the school environment. Students should report inappropriate access of material to a teacher, other staff persons, or their parents. Parents are encouraged to discuss responsible use of the Internet with their children and how this responsibility includes using the Internet at school, as well as from home.

Digital Citizenship Curriculum

GPS has adopted the [Common Sense Education's K-12 Digital Citizenship Curriculum](#) to be taught at all of our campuses in order to build a positive school culture that supports the safe and responsible use of technology.

State of Arizona Tax Credit for Public Schools

Taxpayers filing an Arizona Tax Return, have a unique opportunity to redirect a portion of state tax dollars they already pay, to public education. The credit allows an Arizona taxpayer to contribute up to \$200 per individual or \$400 per joint tax return to a public school. This is an excellent way to support your local school with dollars you would have paid in income taxes anyway.

If you are interested, please contact your school for additional information, or visit the GPS website at www.gilbertschools.net. Credit card payments are accepted.

For the State of Arizona School Tax Credit to be applied to an extracurricular activity, per Arizona Revised Statute 43-1089.01, students are charged the rate determined by the Governing Board. \$1.00 fee for participation in the activity.

AngelSense and Similar Devices

The District is committed to working with parents who have purchased the AngelSense or other personal GPS device for their child to wear while on school property or during school hours. Parents take full responsibility for equipping their child with the device and it is their responsibility to inform the school if their child is wearing the device to school.

Since the AngelSense device, and other similar devices, has a "Listen-In" feature which allows parents to listen in, in real time, to their child and their child's surroundings, the parent must agree to deactivate this feature by signing a "Listen-In Feature Deactivation Agreement" as provided by AngelSense, or similar document provided by any other company offering a similar device. The parent, school administrator, and the teacher must work collaboratively to set the appropriate schedule for the deactivation of the "Listen-In" feature. The District and school calendars shall be used to establish the deactivation schedule. It should also be noted that the device does not record. The "Listen-In" feature will be completely deactivated during the time the student is in transit (if using school transportation), attending school during regular and after school hours, and during transport home (if using school transportation). The device will also be deactivated during any school related field trips or extracurricular activities sponsored by the District or taking place on District property. The deactivation agreements must be signed by both the parent and the school administrator and receipt acknowledged by AngelSense or other company before the student is allowed to use the AngelSense or other similar device at school.

If a device is found to have its "Listen-In" feature activated during any time defined above, the device shall be turned off and/or confiscated by District staff until such time as the child's parent is able to pick up the device from campus. If a device is found to be in violation of this policy on more than one occasion, the child will no longer be permitted to bring the device to school.

Lost and Found

GPS and its employees are not responsible for lost, damaged, stolen, or unclaimed property. It is recommended that all books and valuable items, such as calculators, purses, wallets, instruments, electronic devices, yearbooks, etc., be carried in a backpack and remain in student's possession at all times. Lost and found items are kept in a designated area on campus. Lockers are available in Physical Education, Fine Arts and other areas. When lockers are utilized, it is highly recommended not to share it with anyone, and make sure it is locked at all times. It is the responsibility of the student or parent to claim all personal items within 15 days.

Photographs and Videotaping Students

On occasion throughout the school year, photographs and/or videotapes may be made of your student for use in District publications, including the District website, and/or an outside media service. In addition, creative and authored works of your student may be displayed or shared with the public. If you **do not** wish your student to be photographed and/or videotaped or have student works displayed please make sure you check that off when you receive the annual update. After the school year starts,

contact the principal for an *Out of Photograph/Videotape Student and Use of Student Works* form.

Service Animals/Animals in Schools

The District complies with all state and federal laws and regulations regarding the use of service animals by individuals with disabilities. See Policies [IMG](#), [IMG-R](#), and [IMG-E](#). Animals that are not service animals may only be brought to school and the classroom for educational purposes if students have permission from school administrator. Animals brought to school for educational purposes that are not service animals will not be transported in school buses.

Spirit Store Items

On some campuses, school items with the school logo can be purchased at any time throughout the school year. T-shirts, notebooks, pencils, etc., are available for students to purchase.

Extra-Curricular Activities

Students participating in extracurricular activities (clubs, dances, assemblies, and athletics) represent the GPS, and are expected to conduct themselves in a manner that will reflect the highest credit to themselves and the District. Students participating in or attending athletic events or school activities are expected to follow school district discipline guidelines at all times.

School sponsored student activities/dances are provided for responsible students who display positive and appropriate behavior. **Activities are viewed as a school privilege and participation may be revoked.** To participate in extracurricular activities (practice, rehearsal, performance, competition), the student is required to attend his/her classes. Exception will have prior approval by the administration. **Any student who has received an out-of school suspension is ineligible to practice/participate/compete for the duration of the suspension.**

Clubs

Clubs are sponsored by GPS and each individual school campus. Their purpose is to enrich the student's educational experiences and to support the educational goals of the district. Each school is home to many clubs and student organizations. A detailed list of clubs and the process for chartering a club is available in the Activities Office at each school campus. All students are encouraged to become involved, and make a positive contribution to their home campus and the District.

No one, including teachers and students, is allowed to sell any items at school that are not school sponsored, that are not approved by the student council, and/or approved by the administration. Only authorized and chartered clubs have the authority to sell items on campus.

Dances

Student I.D.s must be presented at the door. Students who do not have their Student ID, will not be admitted to the dance. If student(s) are not appropriately dressed (refer to dress code), they will be denied admittance. Students who leave a dance will not be readmitted. Students may not loiter near the door or on the grounds during school dances. Students should dance in an appropriate manner. Students who dance inappropriately may be asked to leave and their entrance fee will not be refunded.

Guests are allowed at select high school dances only; e.g. Prom or Homecoming. Guests must have a pass signed in advance by the Activity Administrator. Guests will only be allowed at the administration's discretion. Guest must be enrolled in grades 9 or higher and may not have reached their 21st birthday. Dance guidelines will be announced prior to the date of the dance.

Junior High (JH) students should arrive within the first hour of the dance, and once having been admitted, the students may not leave early unless they are accompanied by a parent. Activities/dances are approximately two (2) hours in duration. **Parents are responsible to pick up students within 15 minutes after the dance. If parents do not assume this responsibility, the student will not be permitted to attend the next dance. JH dances are open only to students attending at their home school and admission must include the presentation of the student ID card.** Students who do not purchase an activity fee will be charged \$5.00 for each dance at the door. **Gilbert Public School does not encourage or promote the use of limousines or formal attire at any JH function.** Junior high students may be omitted from the scheduled activities if a referral or library fine is submitted to the administration.

Assemblies

Assemblies are a regular part of the school program. Appropriate student conduct is the most significant contributor to the success of the assembly program.

Student Government

The school provides an opportunity for students to participate in the decision making process through student government. Students are encouraged to participate in the student government organization and to make recommendations for the improvement of the school through their student body officers. The constitution and code of ethics will be used for all procedures involving our student government.

Athletics

Students are encouraged to participate in athletic programs as an important component of their education. To this end, junior high and high schools in the District shall offer a range of options in which students can participate. Eligibility of participation shall be governed by Policy [JJJ](#) and Regulation [JJJ-R](#). Some of guidelines are listed below:

1. Students must meet the state requirements of passing all classes. An “F” grade, an “I”, or a “U” grade will constitute a failure to pass a course.
2. Students must meet the District requirement of a 2.0 G.P.A. carry over from the previous grading period.
3. Students must have a physical examination completed per the Gilbert Public Schools Athletic Clearance Packet.
4. For information regarding NCAA Clearing House Eligibility refer to the [GPS High School Course Description Book](#).

Rules of Eligibility for JH and HS Athletic Participation can be found under the Programs, then Athletics link at www.gilbertschools.net.

All high schools in the District shall be members of the Arizona Interscholastic Association and will comply with the Association bylaws. All junior high schools in the District shall comply with the Superstition Conference constitution. Teams representing GPS shall adhere to the principles of the Pursuing Victory With Honor program. This philosophy promotes the development of good character embodied in good sportsmanship and the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Athletic participation is much more than mere competition between two schools. There are valuable, rich experiences to be gained from team play and good competition. Togetherness, unity, fair play and the strong desire to win for our school, team and self are some of the rewards student athletes reap. More importantly, student athletes will gain a sincere understanding of personal sacrifice, commitment, and dedication to goals and ideals that will be a part of them throughout their lifetime.

Athletic Fees

All student athletes, who are on a team roster, will pay a fee (\$100 per sport at the HS and \$75 per sport at the JH) *on a per season basis*. Cheerleaders will pay for two seasons at the high school level. Tax credit donations may be used to pay student athletic fees.

Additional information on GPS athletics can be found under Programs, then the Athletics link at www.gilbertschools.net

Health Information

- Health offices are staffed by health assistants and/or registered nurses. The health office deals with illness and accidents that occur at school. Parents are requested to notify the health office if a student has a health problem.
- For the protection of all students, please do not send your child to school when ill.
- Any student with a temperature of 101.0 degrees or more must not attend school. When a student is sent home from school with a fever, the student will not be allowed to return to school until the student is fever-free 24 hours without the aid of fever reducing medication. If your child is sent home with diarrhea or vomiting, he/she may return to school only if symptom free for a minimum of 24 hours.
- Parents are requested to keep students home if the following symptoms are present: nausea and vomiting, diarrhea, elevated temperature, yellow or green nasal discharge, red or inflamed eyes, cold symptoms, and skin rash unless it has been diagnosed by a physician as noninfectious, headache or other pain. If any of these symptoms occur while at school, the parent will be contacted and be required to take the student home.
- If a student should feel ill or become injured during school hours, it is important that the student go immediately to the office with a pass to be seen by the Health Office staff.
- State law requires that students be excluded from school if they are suspected of having a communicable disease.
- Students who have had surgery or recent hospitalization should have a doctor's note to return the student to school and participate in PE. Contact the health office for further information. Students who must use crutches, walker or a knee scooter on a short-term basis must have a written doctor's note for its use at school after the initial 72 hours.

Immunizations

- No student will be allowed to enroll in school without submitting documentary proof of receipt of vaccinations as prescribed by A.R.S. 36-672 unless the student is exempted under A.R.S. 15-873. A student may be admitted if the student has received at least one dose of each of the required immunizations and has established a schedule for completion of required immunizations. See A.R.S. 15-872 for more information.

Medication

- Health office personnel may administer over-the-counter and prescription medication in the school setting in accordance with specific regulations from the Arizona State Board of Pharmacy and Governing Board Policy.
- **All medication must be brought to the health office by a parent or an adult and picked up from the health office by a parent, not by a student. No student may carry any medication on campus.** The only exceptions would be in the case of inhalers and emergency auto injector epinephrine however **ONLY** with appropriate paperwork on file with the school nurse and a proper pharmacy label attached to medication pursuant to Policy [JLCD](#). Special clearance must be given prior to the student carrying any medication on their person.
- Medication must be in the original prescription container labeled by the pharmacist or in the original factory container with all warnings and directions intact. **Medications in envelopes, foil, or baggies will not be accepted or administered.** Only medications needed to treat an existing ailment are stored in the health office. District Policy does not allow for any students to be given/administered prescribed narcotic containing medication. Please see District Policy [JLCD-R](#) for further information.
- The school must have written permission from the parent for the medication to be administered at school. Specific permission forms are available through the health office and found in Policy [JLCD-EC](#) and [JLCD-ED](#).
- Parent may approve for their child to receive Acetaminophen (generic for Tylenol) or Ibuprofen at school when it is appropriate for pain by checking "YES" on the annual update. Acetaminophen is dispensed only after first period and up to the last class period of the school day.
- If a student requires medication on a field trip, the procedures for taking medication on a field trip must be followed.

Emergency Contact Information:

- Parents must make arrangements for an adult to pick up a child who is ill. For your child's protection, please update your child's emergency contacts online as soon as changes occur. This can be done online through the Parent Portal. In this way, we are assured that your child is safely released to the person(s) you designate.

Teaching and Learning

Curriculum

GPS has designed curriculum based upon The Arizona Academic Standards, which identify specific objectives in the following subject areas: English language arts, history and social sciences, mathematics, science, health, music, physical education, and art. Copies of the course description books are available on the district website.

Textbooks

GPS shall furnish free required textbooks and related printed subject matter materials for students in grades 7 through 12. Students and their parents shall be held responsible for proper care of books and school property. Books must be kept clean and unmarked. Each student will be charged the full price of the book that has been lost or stolen and \$35.00 minimum for a damaged book.

Assessment of Learning

It is the belief of the Gilbert School District that an open line of communication between home and school should be maintained at all times to increase the likelihood of student growth and success. In order to ensure that Gilbert Public School students are being challenged academically, their performance is assessed continuously using a variety of measures:

State Mandated Assessments:

- Students in grades 7 and 8 will take AzMERIT in English language arts and mathematics at their grade level. Grade 8 students who are enrolled in Honors Math 8 (Algebra I) are the exception and will take the AzMERIT End-of-Course Test corresponding to Algebra I.
- In high school, the three AzMERIT End-of-Course Tests for English language arts are ELA 9, ELA 10, and ELA 11. The three AzMERIT End-of-Course (EOC) Tests for Mathematics are Algebra I, Geometry, and Algebra II. AzMERIT EOC Tests are offered in the fall, spring, and summer. Students are expected to test in the same semester (fall, spring, summer) that the one credit course (Semester B) is completed. AzMERIT EOCs are aligned to the first three years of high school level English and mathematics.
- AIMS Science will be administered to students in 8th grade and once in high school—corresponding to their laboratory life science credit .
- The American Civics Act requires high school students to correctly answer at least 60 out of 100 questions on a test identical to the civics component of the naturalization test used by U.S. Citizenship and Immigration Services (USCIS) and is required to receive a high school diploma or GED in the state of Arizona.. Students will be blanket tested in grade 8 during the Spring. Any student who does not meet the ACA Graduation Requirement in the eighth grade will be given opportunities to re-test in high school.
- In order to be eligible to graduate from a Gilbert Public High School, students must earn the high school course credit requirements.

District-level Assessments:

- Secondary students are expected to take District-level Assessments in the core content-areas three times per year. **District-level Assessments focus on mastery of standards in the content-area and are intended to measure growth and predict success on corresponding state assessments.**

Homework:

- Homework will be assigned at the discretion of the teacher and is considered a part of the total school curriculum.

Homework activities may include, but are not limited to:

1. Unfinished class assignments or make up due to absences;
2. Reinforcement of skills learned in the classroom;
3. Projects with supplement materials studied in the classroom;
4. Written work which permits the application of skills being developed.

Students should expect to have at least one hour of homework or study time each night.

Extra Study Opportunities

Teachers are available to help with assignments before and after school. When help is needed, students should contact teachers for a specific time to meet.

Academic Work During Disciplinary Periods

Students who are assigned to an alternate learning setting will receive credit for work completed. A student who has been suspended for ten (10) days or less will have school work provided. The student shall be responsible for making such arrangements and to have the completed assignments returned to the school for grading and credit. Students who successfully complete such assignments shall be given a reasonable time to make up tests upon returning to school.

Grading

Students attending Gilbert Public Schools will be assessed using the following grading scale:

Grading Scale	GPA	Weighted GPA
90-100 = A	A = 4.0	A = 5.0
80-89 = B	B = 3.0	B = 4.0
70-79 = C	C = 2.0 / P = 2.0	C = 3.0
60-69 = D	D = 1.0	D = 1.0
59-0 = F	F = No credit	F = No Credit

An "I", Incomplete, may be granted for extenuating circumstances. Incomplete grades will result in a failing grade if coursework is not completed within the following 9 week grading period. For more grading options refer to the Course Description Book. Gilbert Public Schools maintain a continuous system for informing parents of the status of student progress in class. Student progress reports are issued at 4.5, 9, and 13.5 weeks. A final semester grade will be issued and mailed at the end of each semester and posted to the student's permanent transcript. Grades and progress reports will be emailed. Grades and progress reports will be given to the student or mailed home for those households that do not have email addresses on file. Parents may view student grades online at ic.gilbertschools.net. Students receive one-half credit per class per semester for each course successfully completed.

Progress Reports and Report Cards

Progress reports will be available online, emailed, or mailed home approximately on the following dates:

9/4/19, 10/4/19, 11/13/19, 2/10/20, 3/6/20, 4/21/20

Semester grades will be mailed home approximately on the following dates:

12/19/19 and 5/21/20

For High Schools please refer to the [Gilbert Public Schools High School Course Description Book](#).

The Junior High School P.R.I.D.E. Program

The P.R.I.D.E. (Personal Responsibility in Daily Effort) program is an extension of the school day. The eighth hour is added to the school dismissal time. Eighth hour will be used for study-hall purposes including tutoring, study skills, and special lessons. We recommend that all students use a 3-ring notebook with pockets and index dividers to keep organized in the P.R.I.D.E. Program. Bus transportation will be provided for students who have attended the eighth period. Please refer to GPS Governing Board Policy IHE for more information. Only students who earn the P.R.I.D.E. reward are allowed to participate in reward activities.

Gilbert Golden Scholars Recognition Program

Full-time students who earn high grades and demonstrate good character traits will be honored at an annual ceremony. For more information and requirements, please refer to the high school and junior high course description books and campus administration.

Junior High Renaissance Program (Campus Discretion)

Renaissance is a recognition and incentive program with three major goals:

- To focus on academic excellence
- To recognize and stimulate student achievement
- To encourage superior education practices

National Honor Society (NHS)

Students who earn a 3.80 cumulative grade point average are eligible to be considered for NHS. A student's character, leadership and service will also be included in the criteria for selection. Applications will be distributed to eligible students based on campus selection procedures.

National Junior Honor Society (NJHS)

Membership in the National Junior Honor Society (NJHS) is one of the highest honors that can be awarded to full-time secondary school students. An overall grade point average of 3.80 for the first three grading periods (1st nine weeks, semester, 3rd nine weeks) will be considered for NJHS membership. Leadership, service, character, citizenship and discipline issues will be evaluated. Membership requirements are the same for all candidates in each grade level.

Gifted Program, 7th and 8th Grade

The GTC (Gifted Talented and Creative) Junior High Program provides an all-day differentiated learning experience addressing the individual needs of gifted students. Students will be with other gifted peers for the core subjects of language arts, social studies, math, and science.

The GTC classrooms offer enrichment experiences and a more rapid learning pace in an environment that offers curricula that matches the gifted child's unique learning style. Students' curiosity, creativity, intensities, sensitivities, and advanced learning styles will be embraced and appreciated by their teachers. A classroom of like-minded peers with teachers who understand and enjoy the gifted learner will result in a healthy atmosphere where a child can flourish intellectually, socially, and emotionally.

Highlights of the GTC Program:

Academics:

- Cross-curricular experiences
- Accommodating students' learning styles
- Students choose their electives
- Depth and complexity
- Project-based culminating projects

Teaching:

- Qualified teachers who have a gifted endorsement or gifted provisional endorsement
- Teachers will instruct the core content areas for 7th and 8th graders in the program

Other Services/Opportunities at HJHS:

- Counselor for social-emotional support

For further information regarding GPS Gifted Services, please view the Gifted Education website at www.gilbertschools.net (select the *Academics*, then *Gifted Education*) or contact the GPS Gifted Coordinator at 480-545-2173.

English Language Learner Program (ELL)

The English Language Learner Program serves second language learners who need assistance in learning English. Arizona law requires that children with a home language other than English be assessed for proficiency in listening, reading, writing and speaking. Following parent notification, students who are identified as second language learners may receive various forms of instructional support in English acquisition.

Secondary ELL students have the option of receiving services from an ELL Specialist in a Structured English Immersion (SEI) Classroom at regional junior high/high school campuses or receiving services from mainstream teachers through a differentiated plan of instruction at their regular home campus. Transportation is provided for those in-district ELL students choosing to attend regional campuses. Regional campuses for the 2019-2020 school year are Mesquite Junior High, Desert Ridge Junior High, Gilbert High School and Highland High School.

For additional information, please visit: www.gilbertschools.net and click on the Teaching & Learning Department, then English Language Learner (ELL).

Students with Disabilities

Special Education is available to students who are identified with a disability as indicated under the Individuals with Disabilities Education Act (IDEA) and require specially designed instruction. The Individualized Education Program (IEP) is a written program that outlines the special education services the student will receive. A continuum of services is available based on the needs of the student.

CHILD FIND

Child Find is a component of the IDEA. Child Find is the District's ongoing obligation to locate, identify, and evaluate all children with disabilities, aged birth through twenty-one (21), who are located within the District's geographical boundaries who are in need of early intervention or special education services.

- Early intervention support and services assist families of eligible children by providing children ages birth to three (3) years the supports and services to achieve desired outcomes related to the children's needs. In Arizona, early intervention services are provided through the Arizona Early Intervention Program (or AzEIP). Contact AzEIP at 602-532-9960 or complete an online referral at www.azdes.gov/azeip if you have a child 0-3 years of age that you suspect may have a disability. You may also contact the Special Education Preschool Office (480-497-3461) for further assistance.
- Contact Amanecer Developmental Preschool at 480-497-3461 if you have a child 3-5 years of age that you are concerned may have a delay in development, or for more information, visit the www.gilbertschools.net under Programs, Preschool, Amanecer Preschool application. Child Find screenings are provided for District preschoolers.
- Special education services for school-age children in Kindergarten through the age of 21 provide specialized instruction and services to assist children in the education environment. Contact your local school if you have a school age student that you suspect may have a disability.
- More information regarding the special education services that are available to students with disabilities can be found in GPS Board Policy [IHB](#) and its related Regulation and Exhibits.

STUDENTS WITH DISABILITIES COVERED BY SECTION 504

- Section 504 of the Rehabilitation Act is a civil rights statute that prohibits discrimination against students with disabilities in any of the District's programs or activities.
- A student is protected by Section 504 if he/she has or has had a physical or mental impairment that substantially limits a major life activity, has a record of such impairment or is regarded as disabled by others.
- The District will identify, evaluate, and provide a free appropriate public education to all qualifying students with disabilities under Section 504. The District will also ensure that no otherwise qualified individual with disabilities, shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any District program or activity.
- If you believe that your child has a disability that would qualify him or her for Section 504 protections, contact the Section 504 coordinator on your child's campus.
- More information about Section 504 can be found in Policy [IHBA](#) and its related Regulation and Exhibits.

Compliance Officer for Section 504- Director of Special Education 480-497-3300 ext 377

NON-DISCRIMINATION AND NON-RETALIATION

The District prohibits unlawful discrimination and harassment. The District will promptly investigate allegations of discrimination and discipline individuals involved in incidents of harassing or discriminatory conduct as violations of its Harassment and Equal Opportunities Policies.

The District prohibits unlawful retaliation against any individual on the basis that the individual opposed any act or practice that is unlawful under non-discrimination laws or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding or hearing relating to non-discrimination laws.

More information can be found in GPS Board Policy [JB](#) and its related Regulations and Exhibits. If you believe your child has been discriminated against or harassed, please contact the designated administrator at your child's school or the District's Compliance Officer at 480-497-3421.

Student Code of Conduct

Behavior Philosophy

- Good conduct in the school is of primary importance to both school staff members and parents. The maintenance of orderly conduct of students is necessary in every school situation to ensure health and safety of all and to maximize learning.
- The District's fundamental philosophical basis of good conduct is that students are responsible for their own actions and are expected to show respect and consideration for the rights of others. These expectations are the basis upon which our conduct codes are formulated.
- Arizona law authorizes school employees to act "in loco parentis" (in place of parents). Therefore, all students are subject to the authority of all faculty and staff members during the regular school day and while attending any school function. The regular school day includes the time of travel to and from the student's residence. Any student who is insubordinate or disrespectful to any faculty or staff member or who violates generally accepted rules of good citizenship and behavior will be referred to the office. **Students must comply with reasonable requests made by faculty, staff and administration.**
- Students who do not adhere to appropriate behavior are subject to both District and school discipline policies.

Scope of the District's Authority

Policies and regulations pertaining to student code of conduct are extended to include, but not limited to:

- District property
- School campuses
- Going to and from school
- At or near school bus stops and in District vehicles
- Off campus during the normal school day, including release periods
- At school events, whether held on or off campus
- Any other circumstances where the District may lawfully exercise jurisdiction over student conduct.

Discipline Procedures

The Governing Board is authorized to discipline students, and impose suspensions or expulsions upon students who engage in conduct that interferes with the District's responsibility to educate students. For further information, please refer to Policy [JKD](#).

To ensure fairness, a student whose conduct may warrant suspension or expulsion shall be provided with appropriate due process. Appropriate due process shall include notice and an opportunity to be heard. The particular form of due process required shall depend upon the gravity of the situation and the type of discipline invoked. Unless an emergency situation exists, due process shall be provided prior to the imposition of a suspension or expulsion.

School Officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parents will be contacted by administration, unless the police direct otherwise. **Any action taken by law enforcement officers will be separate from disciplinary action taken by the District.**

It is the responsibility of the school administration to make an effort to act on behalf of parents in their absence with respect to interrogations by law enforcement officials, except in cases of suspected child abuse/neglect or as otherwise limited by order of law enforcement officials.

If a law enforcement officer requests to interview a student, the school administrator shall be notified and an attempt will be made to contact the student's parent(s). If the interview is held at the school, a school administrator will be present unless the law enforcement officer does not want the school administrator to be present. In these cases, the law enforcement officer should complete the Form for Signature of Interviewing Authority. If the parent(s) cannot be reached, the law enforcement officer will be requested to contact the parent(s) following the interview. For more information please refer to GPS Policy [JIH](#), [JIH-EA](#), and [JIH-EB](#).

There may be times when a law enforcement officer or a DCS caseworker does not want the school administrator to contact the parent. In these cases, the law enforcement officer or DCS caseworker should complete the "Form for Signature of Interviewing

Authority” ([JIH-EB](#)). In all other cases, a parent, with the law enforcement officer's permission, may be present during the interview except when interviews are conducted by a Dept of Child Safety worker pursuant to ARS 8-224 and 8-546.01. See Policy [JIH](#).

If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student’s parents. The arresting officer will be asked to complete and sign a “Form for Signature of Interviewing Authority” ([JIH-EB](#)). School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police.

Short-Term Suspension

Short-term suspension means the temporary withdrawal of the privilege of attending school and school-related events in the District for a period of ten consecutive school days or less. There is no right to appeal a short-term suspension. A school administrator has the authority to suspend a student for ten school days or less.

Long-Term Suspension

Long-term suspension means the temporary withdrawal of the privilege of attending school and school-related functions in the District for a period of 11 consecutive school days or more. The Superintendent or District Hearing Officer has the authority to impose a long-term suspension following appropriate due process.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending a school or any function in the District unless the Governing Board reinstates the privilege. Only the Governing Board can expel a student.

Search and Seizure of Student Property

School personnel may lawfully conduct searches and seize related property when they have reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity. Items provided by the District for storage (e.g., lockers, desks) of personal items are provided as a courtesy to the student, but remain the property of the school and are subject to its control and supervision. Therefore, students have no reasonable expectation of privacy in relation to those items. Furthermore, lockers, desks, storage areas, backpacks, vehicles, etc. may be inspected at any time without notice by school personnel. Searches conducted by school personnel shall be reasonable in scope and related to the objective of the search. If a search is conducted, it shall be confined to outer clothing, purses, book bags, electronic devices, including cell phones, and the information contained therein, etc. Any other body search is inappropriate in the school setting. See policy [JIH](#), [JIH-EA](#), and [JIH-EB](#) for more information.

Discipline Policies Students Must Follow

GPS Students are responsible for following all policies and regulations related to proper behavior.

The following policies and regulations are of particular importance and are outlined below. For more specifics and complete details associated with all policies and regulations, please visit: [ASBA Policy Bridge](#)

Information on specific policies and regulations: All policies and regulations which can be found at [ASBA Policy Bridge](#):

- **Policy IJNDB, IJNDB-EA, IJNDB-EB, IJNDB-EC and Regulation IJNDB-R (Use of Technology Resources Instruction)**

Those who access the District's electronic information services (EIS) are required to abide by the EIS Agreement or, under certain conditions, accept the Terms of Use prior to accessing EIS. While accessing the District's EIS, users are expected to respect and protect the rights of other users in the community and on the Internet. Users are expected to act in a responsible, ethical, and legal manner.

Users shall act in accordance with this policy, it's accompanying administrative procedure and agreements, as well as all applicable state and federal laws. Use of EIS is a privilege, not a right. Those who abuse this privilege may be denied access to EIS and may be subject to other appropriate disciplinary or legal action.

- **Policy JB, JB-E and Regulation JB-R (Equal Educational Opportunity)**

The District recognizes its responsibility and is committed to maintaining an educational environment for its students that is free from unlawful discrimination and harassment. Students are entitled to participate fully in the educational opportunities offered by the District and shall not be excluded from such participation, denied the benefits of, or otherwise be subjected to discrimination or harassment in any District program or activity on the basis of race, color, ethnicity, national origin, sex, disability or religion. The District's prohibition of discrimination and harassment encompasses all discriminatory and harassing conduct, regardless of the severity of pervasiveness. The District will discipline individuals involved in incidents of harassing or discriminatory conduct as violations of its Equal Educational Opportunities policies.

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, counselor, school nurse, school administrator or any other District employee (e.g., bus driver, security officers, food service employees) of the belief. Complaints that cannot be reported immediately should be reported within 30 calendar days of the incident.

- **Policy JE, JE-E and Regulation JE-R (Student Attendance)**

Since consistent attendance is essential to academic success, students must attend school regularly, arrive on time, and not leave during the school day for unnecessary business. State law charges the parent with the responsibility for the student's consistent school attendance. A student must be in attendance a minimum of 90 percent of each semester. Excessive absences may result in the withholding of credit for grades seven through twelve, and withholding of promotion for grades one through six. An absence is defined as all or part of a school day, excused or unexcused. An excused absence is one in which the parent has notified the school within 24 hours of the student's absence and the school administrator has approved the absence. When a parent knows that the student will be absent for more than one day, one phone call to the school will be sufficient. School administrators may require verification of an absence due to illness or injuries.

- **Policy JIC, and Regulations JIC-RA, and JIC-RB (Student Conduct)**

Students in school buildings, on school grounds, using District property for any purpose, or attending a District-sanctioned event shall not engage in improper behavior including, but not limited to, the following:

- Any conduct intended to obstruct, disrupt or interfere with the educational process.
- Physical/verbal abuse or threat of harm to any person.
- Damage to property.
- Unauthorized entry or use of District facilities.
- Unlawful use, possession, distribution or sale of tobacco, alcohol or drugs, or other illegal contraband.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value; e.g., public display of affection, profanity or vulgarity.
- Defiance of authority involving failure to comply with the directions from District employees or law enforcement officers acting in performance of their duties.
- Defiance of authority involving failure to identify themselves to officials or law enforcement officers when requested to do so.
- Carrying or possessing a weapon or dangerous instrument.

The District reserves the right to take disciplinary measures including, but not limited to, reprimand, detention, suspension or expulsion against students who violate student conduct as defined by this policy.

- **Policy JICA and Regulation JICA-R (Dress Code)**

School administrators will make the final decision regarding the appropriateness of any student's appearance in compliance with Policy JICA and JICA-R. To create the safest possible environment for students and to guarantee that the students' focus is to receive a quality education, GPS finds it necessary to outline expectations regarding student dress code. Questions regarding clothing/appearance issues should be directed to the school administrator.

- **Policy EE and EEAE (Conduct on District Vehicles)**

Students who ride the bus are subject to policies and regulations designed to provide safe transportation. Any behavior that distracts the driver is considered a serious hazard to the safe operation of the bus and jeopardizes the safety of all passengers, the driver and others. Riding the bus is a privilege, not a right, and the consequences of misconduct could result in the student being denied transportation. Suspension of bus privileges does not negate state mandated attendance requirements.

- **Policy JICF and Regulation JICF-R (Negative School Group/Gang Activity)**

Student groups that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property in the school community, or that disrupt the school environment, are harmful to the educational process. The use of hand signals, graffiti, clothing or any representation that indicates or implies membership or affiliation with a group presents a clear and present danger to the educational process. This affiliation is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school policies may occur.

- **Policy JICFA, JICFA-EA, JICFA-EB and Regulation JICFA-R (Hazing)**

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
- "Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

- **Policy JICK, JICK-EA, JICK-EB and Regulation JICK-R (Student Violence/ Harassment/ Intimidation/ Bullying)**

Bullying is the repeated act of intentionally inflicting physical harm and/or psychological distress on others (to include, but not limited to, fear, anxiety, psychological and emotional harm). Intimidation is intentional behavior which causes fear of injury or harm.

Gilbert Public Schools is committed to providing all students with a safe school environment where everyone is treated with respect. Students have a right to be free from any form of bullying and intimidation (including cyber bullying). A student who believes he/she has been the subject of, or is a witness to, bullying or intimidation should immediately notify any district employee. Questions about support services related to alleged victims may be obtained by contacting your school. See Policy JICK-EB for Student Bullying/Harassment/Intimidation Notification Posting and JICFA-EB for Hazing Notification Posting.

EXHIBIT

STUDENT BULLYING / HARASSMENT /INTIMIDATION

(To be displayed in school buildings and in student handbooks)

The Governing Board of the Gilbert Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment, or intimidation in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing

behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of Policy JICK or this exhibit, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying, harassment, or intimidation is a violation of the law.

Questions about support services related to alleged victims may be obtained by contacting your school.

JICFA-EB ©

EXHIBIT

HAZING

(To be displayed in school buildings and placed in student handbooks)

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of Policy JICFA and this exhibit a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

Definitions

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- A. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- B. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- A. Customary athletic events, contests or competitions that are sponsored by an educational institution.
- B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of Policy JICFA and this exhibit.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible

child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- A. An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- B. The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- C. The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of Policy JICFA and this exhibit shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

- Policy JICG and Regulation JICG-R (**Tobacco Use By Students**)

Students are prohibited from possessing, using, distributing or selling tobacco, tobacco substitutes, electronic cigarettes, or other chemical inhalation devices or vapor products in any form while on school premises or at any school-sponsored function.

- Policy JICH and Regulation JICH-R (**Drug and Alcohol Use By Students**)

The nonmedical use, possession, sale, or distribution of drugs, being under the influence of drugs or possession of drug paraphernalia is prohibited. Nonmedical is defined as "a purpose other than the prevention, treatment, or cure of a diagnosed medical condition" consistent with accepted practices of the medical profession.

For purposes of this policy, "drugs" shall include, but not be limited to:

- Controlled substances prohibited by law
- Alcoholic beverages
- Substance used to alter a psychological or physiological state
- Prescription or over-the-counter medication, except those for which permission to use in school has been granted pursuant to Board policy and regulation JLCD and JLCD-R, *Medicines/Administering Medicines to Students*
- Hallucinogenic substances
- Inhalants

- Policy JICI (**Weapons in School**)

Students are prohibited from carrying, possessing, using or threatening to use a weapon, simulated weapon, or dangerous device on school premises.

Use of Confinement and Restraint

While the Governing Board is required by statute to notify parents that confinement may be used for disciplinary purposes, the Gilbert Public Schools Governing Board does not currently authorize the use of confinement for disciplinary purposes.

The District has adopted policies which include procedures for the reasonable use of physical force by certificated or support staff personnel for certain non-disciplinary purposes such as self-defense, defense of others, defense of property, and when a student poses a danger to themselves in compliance with A.R.S. § 15-843(B)(9) and GPS Policies GBEB, GBEB-E, and GBEB-E (Staff Conduct).

Notification

McKinney-Vento Homeless Assistance Act

Every homeless student shall have access to the same educational opportunities as students who are not homeless. The Superintendent has designated a liaison for homeless students to carry out duties per the McKinney-Vento Homeless Assistance Act. A student identified as homeless has the following rights: immediate enrollment, school selection, the opportunity to remain enrolled in their school of origin, participation in programs for which they are eligible, transportation assistance and dispute resolution.

For homeless status qualification or more information, refer to: www.azed.gov/homeless/ GPS Board Policy [JFABD](#) and its Regulation and Exhibits, or contact the GPS homeless student liaison, at (480) 276-2799 or your school counselor, social worker or the Administrative Services Department.

Prohibited Discrimination and Harassment and Non-retaliation

The District recognizes its responsibility and is committed to maintaining an educational environment for its students that is free from unlawful discrimination and harassment. Students are entitled to participate fully in the educational opportunities offered by the District and shall not be excluded from such participation, denied the benefits of, or otherwise be subjected to discrimination or harassment in any District program or activity on the basis of race, color, ethnicity, national origin, sex, gender, sexual orientation, disability or religion. More information can be found in GPS Board Policy [JB](#) and its Regulations and Exhibits, as well as Policies [JBA](#) (Discrimination on the Basis of Race, Ethnicity, Disability, Religion, Sex), Policy [JBAAA](#) (Discrimination on the Basis of Race, Ethnicity, Disability, Religion, Sex).

If you believe your child has been subjected to unlawful discrimination or harassment please contact the designated administrator at your child's school or the District's Compliance Officer at 480-497-3421.

Child Abuse Reporting

GPS personnel must comply with Arizona's mandatory child abuse reports statute, ARS 13-3620, by reporting suspected child abuse and/or neglect to the Department of Child Safety (DCS) or law enforcement authorities. Arizona Revised Statute 13-3620 states, "Any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under section 36-2281 shall immediately report or cause reports to be made of this information to a peace officer or to the department of child safety, except if the report concerns a person who does not have care, custody or control of the minor, the report shall be made to a peace officer only."

Asbestos Hazard Emergency Response Act

The District has developed an Asbestos Management Plan in accordance to regulations established in the Asbestos Hazard Emergency Response Act (AHERA). A copy of this plan, which is located in the main office of each site, gives information regarding inspections and any response actions taken or planned regarding asbestos in the schools. All plans are to remain in the designated locations but are available for public review. Any individual and/or organization requiring further information about the Asbestos Management Plan should contact the District's Operations Department.

Annual Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Annual Notification Of (A.R.S.) §15-117- Surveys; Parental Permission and Informed Consent

At the beginning of every school year, the District will comply with all statutes pertaining to surveys including the requirement that the District shall obtain written informed consent from the parent of a student or a student who is at least eighteen years of age, before administering any survey that is retained by the District or the Department of Education for longer than one (1) year and that solicits personal information about the student regarding any of the following which are listed in A.R.S. 15-117.

1. Critical appraisals of another person with whom a pupil has a close relationship.
2. Gun or ammunition ownership.
3. Illegal, antisocial or self-incriminating behavior.
4. Income or other financial information.
5. Legally recognized privileged or analogous relationships, such as relationships with a lawyer, physician or member of the clergy.
6. Medical history or medical information.
7. Mental health history or mental health information.
8. Political affiliations, opinions or beliefs.
9. Pupil biometric information.
10. The quality of home interpersonal relationships.
11. Religious practices, affiliations or beliefs.
12. Self-sufficiency as it pertains to emergency, disaster and essential services interruption planning.
13. Sexual behavior or attitudes.
14. Voting history.

A parent of a student or a student who is eighteen years of age, may at any time revoke consent for the student to participate in any survey. A teacher or other school employee may not administer a survey pursuant A.R.S. 15-117 (A) without written authorization from the District.

If a parent of a student or a student who is at least eighteen years of age has reasonable belief that the District has violated this section may file a complaint with the Attorney General or the Maricopa County Attorney.

Annual Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within a reasonable time and no more than 45 days after the day the District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are

inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. After the hearing, if the District still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

3. The right to provide written consent before the District discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without parent or student consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Gilbert Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

- FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –
- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to

enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9)) The parent or eligible student must be notified of judicial order or subpoena in advance of compliance except when a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of that proceeding. (20 U.S.C. § 1232g (b)(2)(B)).
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))
- More information can be found in GPS Board Policy [JR](#), Student Records.

Annual Notice for Directory Information-Family Educational Rights and Privacy Act (FERPA)

FERPA, requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information (PII) from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District Gilbert Public Schools to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples include, but are not limited to the following:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

The District has designated the following information as directory information:

- The student's name.
- The student's address.
- The student's telephone listing
- The student's date and place of birth.
- The student's electronic mail address.
- The student's photograph
- The student's grade level.
- The student's major field of study.
- The student's dates of attendance.
- The student's enrollment status (e.g., part time or full time).
- The student's participation in officially recognized activities and sports.
- The student's weight and height if a member of an athletic team.
- The student's honors and awards received.
- The student's most recently attended educational agency or institution.

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. GPS Board Policy [JR-EB](#) provides the required form to refuse consent to release any or all of your student's directory information within the first three weeks of the school year (or within the first three weeks of enrollment for students that enroll after the first three weeks of the school year)